

SI-061

Executive Registry  
81-088

DD/A Registry  
81-0089

13 January 1981

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Director, National Foreign Assessment Center  
General Counsel  
Legislative Counsel  
Comptroller  
Inspector General  
Director of Personnel Policy, Planning, and  
Management  
Director of Public Affairs

25X1 FROM :   
SUBJECT : DCI-Designate Casey Briefings

1. Be prepared, on short notice, to brief DCI-Designate Casey on January 21 or 22 and even possibly over the next few days on the following:

- ° his legal responsibilities in your area;
- ° current sensitive or important matters that he should be immediately made aware of;
- ° decisions he must make in your area within the next five to ten days; and
- ° key areas that you may need guidance on quickly.

2. This should not be on in-depth briefing on your area of responsibility. That will be scheduled later. Keep these first sessions short, succinct, and to the key points--probably one-half hour to 45 minutes.

25X1

cc: DCI  
DDCI  
Mr. Bross  
  
ER

25X1

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		14 January 1981
1. Director of Data Processing		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
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Coordination	Justify	

REMARKS

Please submit extremely concise responses that you feel are appropriate in response to the attached memorandum. Responses to each of the four bullets in paragraph one should be limited to one paragraph only.

I need this information not later than noon 19 January so that we can compile it for Bill and he can become familiar with it by the 21st.

Please call me if I can answer any questions.



25X1

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	7D18 Hqs
Chief, Management Staff, DDA	Phone No. 25X1
	25X1

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